

Policy for Reimbursement Through the Federal Student Stipend Program

REIMBURSEMENT FOR:

Airfare:

- You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round/trip transportation by common carrier (economy coach class, non-refundable) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!
- *If you take side trips or travel outside of the defined travel days*, your reimbursement shall be limited to **no more than** the State ceiling amount as noted on the Reimbursement Ceiling Chart.
- *To eliminate the perception of misuse of government funds, **FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE***, unless you request, in writing, an exception PRIOR to making your travel arrangements, and have received written approval. Otherwise, your reimbursement will be limited up to the State ceiling amount.
- **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the State ceiling amount.
- **Use of frequent flyer miles** toward the purchase of a ticket is **NOT** reimbursable.
- **Fees associated with seat upgrades or early bird check-ins are not reimbursable.**
- **Flight or ticket insurance is not reimbursable.**
- If any portion of your airfare is subsidized by another source, that portion is **NOT** reimbursable under the Stipend program.

Driving:

- You will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance, or the State ceiling, **WHICHEVER IS LESS.**
- POV mileage is subject to validation.
- **If you do not register your vehicle with the Housing Office**, reimbursement for POV mileage may be denied.
- **If someone is dropping you off**, you *must* have the vehicle verified by the Housing Office prior to the vehicle departing campus, or your stipend will be denied.
- If you carpool with another student, only the driver will be reimbursed.
- If you drove a rental car instead of your POV, your reimbursement is limited to the POV allowance. Reimbursement will be made to the individual who rented the vehicle. The name of the individual requesting reimbursement must appear on the rental car agreement. Otherwise, the request may be denied.

- If you are requesting mileage reimbursement and you are not the owner of the vehicle, you need to provide a letter from the owner stating that you have permission to drive the vehicle.
- Registration of the POV must be presented at the time of registration to validate ownership.